

## Inactivating Vendors

In an effort to clean up the PeopleSoft vendor file, effective Wednesday, September 5, 2001 the vendor team will begin to inactivate duplicate vendors. The following steps will be taken to determine which vendors should remain active.

1. A query will be run to show which vendors are tied to State Contracts. These vendors will be flagged with "STATE CONTRACT VENDOR" on the Name2 line of the Identifying Information panel. These vendors will not be inactivated.
2. A query will be run to show the number of open Purchase Orders against each vendor. We will inactivate the vendor with the least open items.
3. All addresses on the vendors will be compared and we will make certain that the active vendor has all addresses.
4. When there are NIGP codes associated with a vendor, those will be transferred to the active vendor.
5. When a vendor is made inactive, the notation "USE VENDOR #0000000000 (the number of the active vendor)" will show on the Name 2 line. This will let you know what vendor number to use.

Since PeopleSoft will not allow an inactive vendor to have any activity, you may encounter instances where the vendor you used to create a Purchase Order or a Voucher is now inactive. An A/P Public Query, 0AP033\_OUTSTND\_PY\_W/INACT\_VND, can be run daily to identify any payments that cannot be generated because the vendor is now inactive. Should this occur, the Vendor number can be changed on the Voucher Schedule Payment panel to reflect the active vendor and then a payment can be recorded.

If an active Purchase Order exists to the inactive vendor for which numerous future vouchers will need to be processed, another option would be to copy this to a new PO, replacing the inactive vendor number with the active vendor number. If the original PO has been partially paid, the new PO amount would also need to be reduced to the remaining balance owed the vendor. The original PO should then be canceled from PO Workbench. Before canceling, add a header comment as follows: "This PO is being canceled because the referenced vendor was a duplicate that has been inactivated. The new PO number is (insert PO#)." The order will then close and return the remaining encumbrance balances to the budget in overnight processing. On the new PO, also insert a header comment as follows: "This PO is a replacement for original PO #(insert PO#) which was closed due to the inactivation of vendor (insert Vendor#) which was a duplicate."

The above procedures are allowed in PeopleSoft. You should follow the standard established internally by your Agency.

Refer any questions about the above procedures to the Phoenix Vendor Help Desk at 404/657-3956.